

Confidentiality Training

All Regular Employees, Temporary Employees, Students, Volunteers, and Contracted Workers from Personnel Services working at WCHD will be trained regarding issues of confidentiality. During orientation the **supervisor**:

1. **Explains** confidentiality issues as they relate to the department and work assignment.
2. **Reviews** any relevant RCWs, WACs, or other legislation.
3. **Obtains copy of video** “Keep It To Yourself!” from Administrative Assistant.
4. **Arranges** viewing of video.
5. **Reviews** departmental Policies and Procedures concerning confidentiality.
6. **Explains** consequences related to breaches of confidentiality.
7. **Provides** opportunity for staff to ask questions regarding confidentiality issues.
8. **Assures** employee, student, volunteer, or contracted employee **reads** and **signs** Confidentiality Statement at initial orientation.

If staff is a regular employee

- 8a. **Assures** employee **reads** and **signs** Confidentiality Statement annually at the time of employee’s performance evaluation.
9. **Documents** Confidentiality training on Orientation Checklist
10. **Routes** Signed Confidentiality Statement and Orientation Checklist to Financial Services Coordinator to file in HHS personnel file.

**Whatcom County Health Department Task – HL365003A
Confidentiality Training**

Topic: Admin – Personnel

Effective Date: (trial date start date) (Trial Period [insert 3 month period])

This (policy/procedure) is in force at this time; however, it is new and therefore subject to a ninety-day trial period. Please provide your input regarding the policy. Email your comments, suggestions and questions to (insert name).

Approved by: Regina A. Delahunt, Director

Cancels: (if applicable)

See Policies:

☐ (insert number and title – underline)

See Procedures:

☐ (insert number and title – underline)

See Tasks:

☐ (insert number and title – underline)

See Also: (if applicable)

☐ (insert number and title – underline)